

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

DM 56-1-2

CEMRO-LM

Memorandum
No. 56-1-2

15 September 1988

Surface Transportation
OFFICIAL USE OF GOVERNMENT VEHICLES

1. Purpose. This memorandum establishes policy and procedures to ensure all Government vehicles are operated in accordance with applicable directives. This includes Government-leased vehicles such as commercial rental vehicles.

2. Applicability. This memorandum applies to all employees of the Omaha District.

3. References.

- a. JTR Vol. 2, Chapter 2, paragraph C 2050.
- b. AR 58-1
- c. ER 56-2-1
- d. DR 56-1-1
- e. DM 385-1-1.

4. Responsibilities.

a. The District Commander will:

(1) Assure that administrative motor vehicles are used for official purposes only.

(2) Provide controls to assure against vehicle misuse and abuse.

(3) Determine the efficiency and economy of administrative use vehicle operations actions as may be required to ensure the maximum utilization of vehicles, equipment, manpower and funds.

(4) Take appropriate action in instances of vehicle misuse and abuse.

b. Supervisor will:

(1) Assure compliance with the laws, directives, and basic policies set forth in paragraph 5, which provide the criteria for the operation and application of these vehicular resources.

This memorandum supersedes DR 56-1-2, 15 November 1979.

(2) Assure the logical application of the criteria cited above and minimize the instances where the furnishing of Government-owned or leased vehicles is questionable. When questions do arise with regard to the official nature of a particular use, they will be resolved in favor of strict compliance with statutory restrictions.

c. Motor Vehicle Operators will:

(1) Operate Government-owned and leased vehicles in strict compliance with the letter and spirit of all applicable laws, ordinances, and regulations.

(2) Exercise thrift in the use of vehicles assigned to them.

5. Policy.

a. The use of motor vehicles will be administered so that official duties requiring transportation can be effectively performed in a timely and efficient manner.

b. Where other means of transportation, either private or commercial, are reasonably available, administrative discretion should preclude furnishing Government transportation for activities that are not essential.

c. Government-owned or leased vehicles may be used to provide transportation, wholly or in part, for personnel going to or returning from temporary duty stations where transportation is authorized. Government-owned or leased vehicles are dispatched within the Missouri River Division boundaries.

d. In the event of domestic or military emergency, the District Commander may authorize such additional transportation as is essential to meet the emergency.

e. Transportation may be provided for employees of other Government agencies and to members of the public officially participating in public ceremonies, military field demonstrations or parades directly related to official activities.

f. Scout groups and other civilian groups may be transported to District installations, activities, or District sponsored functions in the interest of community relations when specifically approved by the District Commander or the Deputy District Commander. Approval will be granted on a case-by-case basis.

g. Transportation by Government vehicle will not be provided if justification is based wholly or substantially on reasons of rank, prestige, or personal convenience.

h. Personnel authorized official use of vehicles will not use such vehicles for other than the actual performance of official duties, or reassign them to other individuals not entitled to such transportation.

i. The use of motor vehicles is not authorized for private business or personal social engagements of the official concerned, members of his/her family, or others.

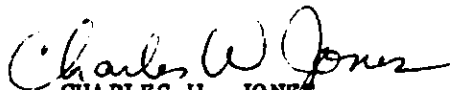
j. "Official purposes" shall not include the transportation of officers and employees between their domiciles and places of employment. This applies to military personnel, civilian officials, and members of their families.

k. When a Government-owned or leased vehicle is used by an employee for official travel, its use shall be limited to official purposes incident to the travel. This includes travel to official duty points, and between the duty points and places of temporary lodgings. When public transportation is unavailable or its use impractical, vehicles may be used between the foregoing places and points necessary to obtain suitable meals as well as drug stores, barber shops, places of worship, cleaning establishments, and similar places required for the sustenance, comfort, or health of the employee, in order to foster the continued efficient performance of Government business. In such instances, economy rather than personal preference or a minor inconvenience shall be the basis for determining the suitability of an eating establishment or other place required for the comfort or health of the employee. Accordingly, suitable establishments within reasonable proximity to lodging or temporary duty point should be utilized with the vehicle returned to the overnight parking point as early as practical.

6. Penalty for Misuse. Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle, or of any passenger motor vehicle leased by the Government, for other than official purposes or otherwise violates the provisions of USC 31, 638a(c)(2), will be appropriately disciplined.

7. Implementation. Procedures will be devised to ensure that this regulation is posted and made available for study and review by all personnel who operate Government vehicles.

FOR THE COMMANDER:


CHARLES W. JONES
LTC, Corps of Engineers
Deputy Commander

DISTRIBUTION:

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